



## JOB POSTING

### UNCLASSIFIED APPOINTMENT

(UNCLASSIFIED APPOINTMENT NOT TO EXCEED SEPTEMBER 30, 2017)

<b>POSTING NUMBER:</b>	HR-0115	<b>ISSUE DATE:</b>	March 3, 2015
<b>TITLE:</b>	Administrative Analyst 2, Data Processing	<b>CLOSING DATE:</b>	March 8, 2015
<b>DIVISION / UNIT:</b>	Sandy Recovery Division	<b>SALARY RANGE:</b>	P26: \$64,677.09 - \$92,011.89
<b>LOCATION:</b>	101 S. Broad Street Trenton, New Jersey		
<b>POSITIONS:</b>	1	<b>DISTRIBUTION:</b>	DEPARTMENT

#### DESCRIPTION OF MAJOR DUTIES:

Under the direction of a supervisory official, provide QA-QC support on launch of new reports and/or new enhancements to existing reports by analyzing supporting data that rolls up to aggregated values; reports inaccuracies, logic errors and flaws. Proactively manage, maintain and assure accuracy and consistency of data in existing reports, provide QA-QC and data clean-up support on data found within grants management application.

#### REQUIREMENTS:

##### EDUCATION:

Graduation from an accredited college with a Bachelor's degree.

##### EXPERIENCE:

Three (3) years of experience in work involving the review, analysis, and evaluation of organization and administrative practices to determine the need for revision or implementation of data processing systems in a large business or government agency.

**NOTE:** Applicants who do not possess the required education may substitute experience as indicated above on a year-for-year basis.

**NOTE:** A Master's degree in Public Administration, Business Administration, Economics, Finance, or Accounting may be substituted for one (1) year of experience as indicated above.

**LICENSE:** Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

**Please submit a resume and any required documents (licenses, certification and or transcripts) along with a letter of interest, including a phone number, by the closing date to:**

Office of Human Resources  
New Jersey Department of Community Affairs  
HR#0115  
101 South Broad Street  
PO Box 800  
Trenton, New Jersey 08625  
Resumes may be emailed to: [resume1@dca.state.nj.us](mailto:resume1@dca.state.nj.us)

**NOTE:** Pursuant to N.J.S.A. 52:14-7 (L. 2011, Chapter 70), also known as the "New Jersey First Act," all new public employees are required to obtain principal residence in the State of New Jersey within one (1) year of employment.

*The New Jersey Department of Community Affairs is an Equal Opportunity Employer*